

## How to Request a New Solicitation

1. Log in to Procurement Administration at [procurement.kingcounty.gov/ProcureAdmin](http://procurement.kingcounty.gov/ProcureAdmin)
  - Your username is your email
  - Your password stays the same - it *doesn't* automatically update when you change your computer password
  - Email [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov) to request a username and password
2. Select **Service Requests** (left)
3. Select **Solicitation** (center)
4. Select the **Service Option** to tell us what kind of contract you want (Goods or Technical)
5. Provide a summary of what you need, including:
  - Title
  - Project manager
  - Contact info
  - POETA code
  - Estimated annual value
  - Funding type
  - One-time buy or ongoing contract
6. Attach the specifications, scope of work, or identify a prior procurement number



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**Procurement 101 Training**  
FREE | 1st Wednesday every month